



NATIONAL ENDOWMENT FOR THE HUMANITIES

## **Notice of Funding Opportunity**

### **Funding Opportunity Title: Fellowships for Advanced Social Science Research on Japan**

Funding Opportunity Number: 20230426-FO

Funding Opportunity Type(s): New

Federal Assistance Listing Number: 45.160

**Application Deadline:  
April 26, 2023**

**Ensure your Grants.gov registration and password are current.  
NEH will not grant deadline extensions for lack of registration.**

Division of Research Programs  
Telephone: 202-606-8200  
Email: [fellowships@neh.gov](mailto:fellowships@neh.gov)  
Telecommunications Relay Service: 7-1-1

OMB control number 3136-0134, expiration date October 31, 2024

## Executive Summary

The National Endowment for the Humanities (NEH) Division of Research Programs is accepting applications for the Fellowships for Advanced Social Science Research on Japan program. The goals of the program are to promote Japan studies in the United States, encourage U.S.-Japanese scholarly exchange, and foster the next generation of Japan scholars in the U.S. Awards support research and writing on modern Japanese society and political economy, Japan's international relations, and U.S.-Japan relations. These fellowships are for individual researchers with advanced Japanese language skills whose research will require using data, sources, documents, onsite interviews, or other direct contact in Japanese. Fellows may undertake their projects in Japan, the United States, or both, and may include work in other countries for comparative purposes. The program is a joint activity of the Japan-United States Friendship Commission (JUSFC) and NEH.

Funding Opportunity Title	Fellowships for Advanced Social Science Research on Japan
Funding Opportunity Number	20230426-FO
Federal Assistance Listing Number	45.160
Application Deadline	April 26, 2023, 11:59 p.m. Eastern Time
Anticipated Award Announcement	December 2023
Anticipated FY 2024 Funding	Approximately \$120,000 to \$180,000
Estimated Number and Type of Awards	Approximately 3 grants
Award Amounts	Up to \$60,000
Cost Sharing/Match Required	No
Period of Performance	6 to 12 months  Projects must start between January 1, 2024, and September 1, 2025.
Eligible Applicants	Individuals  See <a href="#">C. Eligibility Information</a> for additional information.
Program Resource Page	<a href="https://www.neh.gov/grants/research/fellowships-advanced-social-science-research-japan">https://www.neh.gov/grants/research/fellowships-advanced-social-science-research-japan</a>
Pre-Application Webinar	March 8, 2023, 2:00 p.m. Eastern Time  <a href="#">Click here to join.</a>
Published	January 23, 2023

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# A. Program Description

## 1. Purpose

The Fellowships for Advanced Social Science Research on Japan program is a joint activity of the Japan-United States Friendship Commission (JUSFC) and the National Endowment for the Humanities (NEH). The goals of the program are to promote Japan studies in the United States, to encourage U.S.-Japanese scholarly exchange, and to foster the next generation of Japan scholars in the United States.

Awards support research and writing on modern Japanese society and political economy, Japan's international relations, and U.S.-Japan relations. The program encourages innovative research that puts these subjects in wider regional and global contexts, is comparative and contemporary in nature, and contributes to scholarly knowledge or to the general public's understanding. Appropriate disciplines include anthropology, economics, geography, history, international relations, linguistics, political science, psychology, and sociology. Awards usually result in articles, monographs, books, e-books, digital materials, translations, editions, or other scholarly resources.

You should have advanced Japanese language skills and plan to conduct research that will require using data, sources, documents, onsite interviews, or other direct contact in Japanese. You may undertake your project in Japan, the United States, or both, and may include work in other countries for comparative purposes. Projects may be at any stage of development.

In keeping with JUSFC's commitment to foster the next generation of leaders in developing and maintaining the Japan-U.S. relationship, NEH encourages applications from junior scholars (that is, scholars who have earned their terminal degree within the last seven years). NEH also encourages applications from independent scholars and faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.

If your project is focused primarily on pre-modern Japan (i.e., pre-1868) or on the interpretation of literary or artistic works, it is not eligible for support in this program. It may be eligible for support in the [NEH Fellowships program](#).

For a full list of prohibited activities and project types, see [D6. Funding Restrictions](#).

See [E1. Review Criteria](#) for the criteria NEH will use to evaluate applications under this notice.

## 2. Background

NEH offers this funding opportunity under the authority of [20 U.S.C. § 956](#). Awards are subject to [NEH Fellowships and Awards for Faculty Terms and Conditions](#).

According to the [National Foundation on the Arts and the Humanities Act of 1965](#), "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

Use the [Funded Projects Query Form](#) to find examples of NEH-supported projects.

[Learn more about NEH.](#)

[Learn more about JUSFC.](#)

## **B. Federal Award Information**

### **1. Type of Application and Award**

NEH seeks new applications in response to this notice. You may revise and resubmit a previously rejected application.

NEH will provide funding in the form of grants, made on behalf of JUSFC, which is the primary funder. Awards are governed by NEH grant policies and conditions.

### **2. Summary of Funding**

#### **Award amounts**

The stipend is \$5,000 per month. The maximum award is \$60,000 for a twelve-month period of performance. The minimum award is \$30,000 for a six-month period of performance.

NEH will award successful applicants outright funds, which are not contingent on additional funding from other sources.

NEH anticipates approximately \$120,000 to \$180,000 to fund an estimated three recipients.

Awards are contingent on the availability of funds from JUSFC.

#### **Period of performance**

The period of performance is the span of time during which you are committed to working on your project. You should request a period of performance that suits your schedule and the needs of your project. Requesting a shorter period of performance will not improve your chances of receiving an award.

You must work full time on your project for the entire period of performance. You must forgo teaching and administrative assignments or other major activities.

Your period of performance must be at least six months and no longer than twelve months. It must be continuous and must start between January 1, 2024, and September 1, 2025.

Your period of performance must start on the first day of the month and end on the last day of a month.

## C. Eligibility Information

### 1. Eligible Applicants

You must be one of the following to be eligible:

- A U.S. citizen residing domestically or abroad
- A foreign national who has lived in the United States or its jurisdictions for at least the three years prior to the application deadline

Foreign nationals who take up permanent residence outside the United States any time between the application deadline and the end of the period of performance will forfeit their eligibility. Leaving the U.S. on a temporary basis is permitted.

### 2. Cost Sharing

Cost sharing is not required in this program.

### 3. Other Eligibility Information

#### Currently enrolled students

While you do not need to have an advanced degree to apply, you are ineligible if you are currently enrolled in a degree granting program.

If you have satisfied the requirements for a degree and are awaiting its conferral, you are eligible, but you must include a letter from the dean of the conferring school or your department chair attesting to your status as of the application deadline in [Attachment 6: Degree conferral](#).

#### Resubmissions

You may revise and resubmit a previously rejected application, which NEH will assess using the same review criteria it applies to the other applications in the competition.

#### Limits on concurrent applications

You may apply to only one of the following programs in a given year:

- [Fellowships](#)
- [Awards for Faculty at Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#)
- [NEH-Mellon Fellowships for Digital Publication](#)
- Fellowships for Advanced Social Science Research on Japan

You may apply to the Fellowships for Advanced Social Science Research on Japan program and compete concurrently in the following programs for individuals in a given year:

- [Public Scholars](#)
- [Summer Stipends](#)
- [Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#)
- NEH-funded [Fellowships at Independent Research Institutions](#)

Each competition has distinct application requirements. Refer to the relevant Notice of Funding Opportunity.

## **Projects previously supported by NEH**

You may not apply for funding for a project previously supported by any of the following programs:

- [Fellowships](#)
- [NEH-Mellon Fellowships for Digital Publication](#)
- [Public Scholars](#)
- [Awards for Faculty at Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#)
- [Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#)
- Fellowships for Advanced Social Science Research on Japan

You may apply for funding for a project previously supported by an NEH [Summer Stipend](#). In such a case, NEH will review the accomplishments from the previous award to determine whether the project warrants additional funding. If the current application includes work proposed in the previously funded Summer Stipend, you must address this overlap in the work plan. NEH may support complementary but not identical activities previously supported by a Summer Stipend.

## **Dissertation revisions**

You may seek funding for a project based on a completed dissertation. You must state in your narrative that the proposal is to revise a dissertation and explain how the new project moves beyond the original.

## **Organizations**

Organizations may not apply on behalf of scholars and NEH will not transfer awards to a recipient's institution. If you elect to have your stipend paid through your institution, it must remit all NEH funds to you without taking an allowance or claiming indirect costs.

## **Concurrent grants from other organizations**

While holding an award in this program, recipients may simultaneously hold fellowships or grants from institutions other than NEH — including a sabbatical or grant from their institution — in support of the same project.

## **Collaborative projects**

This program is designed primarily for individual researchers; awards may not be divided. If you are seeking funding for more than one scholar in a collaborative project, each individual must:

- submit a separate application specifying the individual contribution of that applicant (Peer reviewers will evaluate each application on its own merits.)
- independently meet the eligibility requirements
- clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s)

Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are also eligible. Collaborating scholars affiliated with or sponsored by an eligible institution may wish to apply to the [Collaborative Research](#) program.

## **Other restrictions**

- NEH will consider only one submission per applicant for each deadline.
- If you submit multiple applications (including submitting to the wrong funding opportunity number or making corrections or updates), NEH will accept your last validated submission, under the correct funding opportunity number, prior to the deadline as the application of record.
- You may not hold two or more NEH individual awards with overlapping periods of performance (for example, an Awards for Faculty and a Summer Stipend) or in support of the same activities. NEH will not delay the period of performance beyond the stated timelines of this NOFO to accommodate overlapping individual awards. See [B2. Summary of Funding](#).
- If you accept a Fellowship for Advanced Social Science Research on Japan, NEH will automatically withdraw any pending Summer Stipends application you have submitted for the same project.
- While holding a Fellowship for Advanced Social Science Research on Japan, you may not simultaneously work on a project supported by an NEH institutional award as either a project director or team member. Your time commitment cannot exceed 100% across the active federally funded awards that you hold or participate in.

NEH does not make awards to other federal entities. If your project is so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities, it is ineligible. You may use funds from, or sites and materials controlled by, other federal entities in your project.

**Except for the rare cases covered by its [late submission policy](#), NEH will not consider applications submitted after the [deadline](#).**

**NEH will not consider incomplete, nonresponsive, or ineligible applications for funding.**

**NEH will not consider applications that exceed page limits or deviate from formatting instructions.** See the [Application Components Table](#).

## **D. Application and Submission Information**

### **1. Application Package**

You must apply using Grants.gov Workspace or a Grants.gov system-to-system solution. You can find this funding opportunity in Grants.gov under number 20230426-FO. There is also a link on the [program resource page](#).

Once you have located the funding opportunity in Grants.gov, you will find the application package under the "Package" tab. It includes a series of required and conditionally required forms. You will upload additional application components using the [Attachments Form](#).



You must complete a multistep registration process to submit your application. See [D3. Grants.gov Registration Process](#).

Contact [fellowships@neh.gov](mailto:fellowships@neh.gov) to request a paper copy of this notice.

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

## 2. Content and Form of Application Submission

Your application will consist of a series of forms included in Grants.gov Workspace and other components that you will prepare and upload to the [Attachments Form](#). The Application Components Table below will help you prepare a complete application.

You must submit all required and relevant conditionally required components. You are not required to submit a budget. **NEH will not review applications missing any required documents or relevant conditionally required documents.**

Take note of the page limits and formatting instructions in this notice. **NEH will not review applications that exceed mandatory page limits or deviate from formatting instructions.**

**Do not include attachments other than those required or conditionally required in this notice. If you do, NEH will reject your application.**

Unless the instructions specify otherwise, your attachments must meet these formatting requirements:

- pages no larger than standard letter size (8 1/2" x 11")
- at least one-inch margins on all sides for all pages
- a font size no smaller than 11-point
- single-spacing
- recommended fonts: Arial, Georgia, Helvetica, or Times New Roman
- any standard citation style is acceptable; citations are included in page counts

NEH has assigned each application component one of the following designations:

- Required: You must submit this component.
- Conditionally Required: You must submit this component if your proposal meets the specified conditions.

Please pay attention to the mandatory page limits.

## Application Component Table

Application Component	File Name	Designation	Page limits
<b>Grants.gov forms</b>			
<a href="#">SF-424 Application for Federal Assistance - Individual</a>		Required	
<a href="#">NEH Supplemental Information for Individuals Form</a>		Required	
<a href="#">Project/Performance Site(s) Location Form</a>		Required	
<a href="#">Attachments Form</a>		Required	
<b>Attachments</b>			
<a href="#">1: Narrative</a>	narrative.pdf	Required	3 pages
<a href="#">2: Work plan</a>	workplan.pdf	Required	1 page
<a href="#">3: Bibliography</a>	bibliography.pdf	Required	1 page
<a href="#">4: Résumé</a>	resume.pdf	Required	2 pages
<a href="#">5: Appendices</a>	appendices.pdf	Conditionally required	1 page per item
<a href="#">6: Degree conferral</a>	degreeconferral.pdf	Conditionally required	
<a href="#">7: Explanation of delinquent federal debt</a>	delinquentdebt.pdf	Conditionally required	

### SF-424 Application for Federal Assistance – Individual

This form requests basic information about you and your proposed project. Items **1**, **2**, and **4** will be automatically filled in; leave item **3** blank.

#### 5a-d. Applicant Information

a.-c. Provide your name, telephone number, email address, and mailing address. You must include an email address in the “Email” field, even though it is not highlighted as a required field. NEH will use this address to notify you of the outcome of your application.

Provide your mailing address. Note: Your ZIP code must include the four-digit extension preceded by a hyphen. If you do not know your four-digit extension, use “-0000” (four zeros). Indicate your citizenship status with an “X.”

d. Provide your [congressional district](#) by giving your two-character state abbreviation followed by your three-character district number. For example, if your institution is in the 5th Congressional District of Alabama, enter “AL-005.” If your institution is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.” If you do not have an institutional affiliation, enter your primary congressional district.

#### 6. Project Information

a. Project Title: Provide your project’s title. It should be brief (no more than 125 characters, including spaces). Successful applications typically have titles that are descriptive of the project and easily understood by the general public. Avoid using a title that requires clarification by the subtitle. When possible, include places and dates indicating a project’s scope. NEH reserves the

right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but you may use your preferred title for any award products.

b. **Project Description:** Provide a brief description of your project. Do not exceed one thousand characters, including spaces. Write the description for a non-specialist audience, clearly stating the importance of the proposed work to the social sciences. This description will appear on your application cover sheet and will serve as a project abstract during the review process. If you exceed one thousand characters, including spaces, Grants.gov may reject your application or cut off your project description at the thousand-character limit.

c. **Proposed Project:** List the start and end dates for your project. Because award amounts depend on the number of months of work that you specify, the dates that you enter here will determine the maximum amount of your award. You may change your start and end dates if you receive an award, but you may not lengthen your period of performance. For more information on allowable time periods and on how NEH calculates awards, see [B2. Summary of Funding](#).

## **7. Signature**

By clicking on the “I Agree” box, you certify the following:

1) You are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, and have not—within the three years preceding the submission of this application—been convicted of or had a civil judgment rendered against you for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; and are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses. See [2 CFR 180](#) and [3369](#).

2) You are not delinquent in the repayment of any federal debt, or you are providing explanatory information about any delinquency. Examples of relevant debt include student loans, delinquent taxes, delinquent child support payments, and delinquent payroll taxes for household or other employees. See [OMB Circular A-129](#).

3) You will comply with the [NEH Fellowships Terms and Conditions](#).

Click the “Save” button at the top of the form to save your work and return to the main menu.

## **NEH Supplemental Information for Individuals Form**

This form requests additional information about you, your institution (if affiliated), and your references.

### **Field of Project**

Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first. Program staff will consider this information when assigning your application to a review panel.

### **Project Director Field of Study**

Using the drop-down menu, choose the field of study that best describes your area of expertise.

## Address Information

Indicate whether the address that you provided on the [Application for Federal Assistance SF 424 – Individual](#) form is your home or work address.

## Institutional Affiliation

If you are not affiliated with an institution of higher education, click “No” and continue to the Status section. If you are affiliated with an institution of higher education, complete the information for that institution. You must include your institution’s Unique Entity Identifier (UEI), omitting hyphens. You can request this number from your institution’s sponsored research office; using it ensures that NEH identifies your institution correctly in the materials we provide to external reviewers.

## Status

Indicate whether you are a junior scholar or senior scholar. Junior scholars are those who are seven years or fewer beyond the day they received their highest formal degree; senior scholars are those who are more than seven years beyond the day they received their highest degree. NEH does not require applicants in this program to be professional scholars.

## Reference Letters

Provide the names, email addresses, and affiliations of your two letter writers. **Enter only one email address for each**, otherwise NEH will be unable to contact them. Check the email addresses carefully. NEH’s grants management system will use the addresses exactly as you enter them.

See [Section D7. Other Submission Requirements](#) for instructions and deadlines for the submission of reference letters and confirmation of their receipt by NEH.

## Nominating Official

Leave this section blank.

## Project/Performance Site Location(s) Form

Provide the primary location and any other locations where you will conduct project activities during the period of performance.

Include only sites where you are reasonably certain at the time of application that you will conduct project activities. It is possible to add sites later. For “Organization,” you may substitute a brief description of locations that do not have a formal organizational name (e.g., “Residence of applicant” or “Interview site in Tokyo to be determined”). You may omit the Unique Entity Identifier (UEI) for sites that do not have one.

Enter congressional districts using the two letter state abbreviation followed by your three-character district number. For example, if your work site is located in the 5th Congressional District of Alabama, enter “AL-005.” If it is in a state or U.S. jurisdiction that does not have districts, enter “000” in place of the district number. If your institution is outside the U.S., enter “00-000.”

The form has space for 300 sites. If your project includes additional locations, list them in a separate document. Save the document as a PDF named `additionallocations.pdf` and attach it under “Additional Locations.”

## Attachments Form

This form accommodates up to fifteen attachments. **Attachments must be in Portable Document Format (.pdf).** Convert all non-PDF files (e.g., Word, Excel, images, etc.) to PDFs. If an attachment contains multiple documents, merge them into a single file. Occasionally, converting a document to PDF may alter its length. Ensure that all attachments are within the mandatory page limits.

Do not attach portfolios containing multiple PDFs.

NEH cannot accept security-enhanced PDFs (e.g., XFA files, PDFs that include password-protection, encryption, digital signatures, etc.). Remove these features (i.e., “flatten” these files) before uploading to Grants.gov.

Consult the [Application Components Table](#) to name and sequence your attachments so that NEH can easily identify them. Grants.gov may reject your application if file names are more than 50 characters; if you use the same name for multiple files; or if file names include characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parentheses, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semicolon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Grants.gov may accept and validate your application even if you are missing required components or have formatted them incorrectly. You must ensure that you have formatted, attached, and submitted all required components correctly. If you have not, NEH may reject your application as incomplete or nonresponsive.

Learn about [Adobe software compatibility with Grants.gov](#) and ensure that you can use your version of Adobe Acrobat Reader to download, complete, and submit your application.

## Attachment 1: Narrative (required)

Provide a comprehensive description of your proposed project. Your narrative should be succinct, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

**You must limit the narrative to three single-spaced pages with one-inch margins and a font size no smaller than eleven points.** You may include images, charts, diagrams, footnotes, and endnotes if they fit within the page limit.

Organize your narrative using the following section headings. Each section aligns with one or more [review criteria](#) NEH will use to evaluate your proposal. Some of the criteria are relevant to more than one section and, taken together, the sections of the narrative should form a coherent whole.

Name the file narrative.pdf.

### Significance and contribution (aligns with [review criteria 1 and 2](#))

Describe the intellectual significance of the proposed project, including its value to social science scholars, general audiences, or both. Provide an overview of the project, explaining the basic ideas, problems, or questions examined by the study. Describe your research and state the project's thesis or claim(s). Explain how the project will complement, challenge, or expand relevant studies in the field. Discuss how the project furthers scholarly knowledge or public

understanding of contemporary Japanese society or political economy, Japan's contemporary international relations, and/or U.S.-Japan relations.

If you are applying to translate a work into English and other English translations already exist, provide a rationale for a new translation. You must also provide a rationale for any proposed grant products that will be written in a language other than English.

### **Methods and organization (aligns with [review criteria 1 and 4](#))**

Explain how your proposed research will help you resolve the problems or questions you are examining. Describe and discuss your method(s) and sources. As necessary, explain unfamiliar concepts or terminology for the non-specialist reader.

For book proposals, explain how you will organize the final product. If possible, provide a brief chapter outline. Explanations of each chapter's contents are particularly important when a chapter title does not clearly indicate its contents.

If your project is an expansion or revision of a completed dissertation, state this. Explain the expansion or revision you are proposing, and how the resulting product will be strengthened by the work for which you seek support.

For digital projects, describe the technologies you will use or develop, and explain how you will present the scholarship to benefit audiences in the social sciences.

For editions and translations, describe your plans for any included scholarly apparatus such as an introduction or annotations.

### **Competencies, skills, and access (aligns with [review criterion 3](#))**

Explain your competence or background in the area of your project. If the area of inquiry is new to you, explain your reasons for working in it and your qualifications to do so. Specify the level of competence in any language or digital technology needed for the study. Describe where you will conduct the study and what research materials you will use. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources, and name any Japanese sponsors or collaborators. Indicate your plans for securing any necessary permission to publish materials under copyright.

### **Final product and dissemination (aligns with [review criteria 5 and 6](#))**

Describe the intended results of the project. Explain how you will disseminate the results and why these means are appropriate to the subject matter and audience. If the project has a website, provide the URL. If the final product will appear in a language other than English, explain how this will affect access and dissemination.

NEH and JUSFC expect that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project's digital results, if any, will be sustained and supported beyond the period of performance.

## **Guidance for Narrative, Work plan, Bibliography, Résumé, and Appendices**

To ensure that you fully address the review criteria, this table provides a crosswalk between the application components and the review criteria.

<b><u>Narrative Section</u></b>	<b><u>Review Criteria</u></b>
<a href="#">Significance and contribution</a>	<a href="#">1 and 2</a>
<a href="#">Methods and organization</a>	<a href="#">1 and 4</a>
<a href="#">Competencies, skills, and access</a>	<a href="#">3</a>
<a href="#">Final product and dissemination</a>	<a href="#">5 and 6</a>
<b><u>Application Component</u></b>	<b><u>Review Criteria</u></b>
<a href="#">Work plan</a>	<a href="#">5 and 6</a>
<a href="#">Bibliography</a>	<a href="#">1, 2, and 4</a>
<a href="#">Résumé</a>	<a href="#">3</a>
<a href="#">Appendices</a>	<a href="#">4</a>

## **Attachment 2: Work plan (required)**

Provide a work plan describing what you will accomplish during the period of performance and on what schedule. Indicate where you will be and how you will spend your time. Describe the current state of the project and the part or stage of it that the fellowship will support, explaining how the tasks you propose will advance your project. Indicate how many months of support you are requesting. Your work plan must be based on a full-time commitment to the project during those months; part-time work is not allowed. If you do not anticipate finishing the entire project during the fellowship period, discuss your plan for doing so.

If you are seeking funds as part of a larger collaborative project, clearly explain how you will divide the work and the extent to which each collaborator's contribution depends on that of the other(s).

Your work plan should reflect the major activities you described in your narrative and the project dates on your [SF-424 Application for Federal Assistance - Individual](#).

Your work plan for the period of performance should not depend heavily on factors beyond your control, such as the receipt of outside readers' reports from a publisher. If you plan to submit your manuscript before the end of the period of performance, explain what additional work the project will require after you submit the manuscript and why it merits support.

**The work plan must not exceed one page.** Use one-inch margins and a font size no smaller than 11-point. You may present information in table form.

Name the file workplan.pdf.

Your work plan will be considered primarily under [review criteria 5 and 6](#).

## **Attachment 3: Bibliography (required)**

Your bibliography should consist of primary and secondary sources that relate directly to the proposal. Include works that pertain to both the project's substance and its theoretical or methodological approaches. Peer reviewers will use the bibliography to assess your knowledge



of the subject area, including relevant materials in Japanese. Provide English translations for any non-English titles that you list. If you are proposing work with archival materials, indicate the archive(s) in which they are held.

**The bibliography must not exceed one single-spaced page.** Any standard bibliographic format is acceptable. Items referenced in the narrative need not appear in the bibliography if the citation in the narrative enables readers to identify the work.

Name the file bibliography.pdf.

Your bibliography will be considered primarily under [review criteria 1, 2, and 4](#).

### **Attachment 4: Résumé (required)**

**Your résumé must not exceed two pages.** Do not submit a narrative biographical statement instead of a résumé. Include the following information:

- current and past positions
- education: list degrees, dates awarded, and titles of theses or dissertations
- awards and honors: include dates. If you have received prior support from NEH or JUSFC, indicate the dates of these awards and the products that resulted from them.
- publications: include full citations for publications and presentations
- other relevant professional activities and accomplishments
- level of competence in any relevant foreign languages, including Japanese

Name the file resume.pdf.

Your résumé will be considered primarily under [review criterion 3](#).

### **Attachment 5: Appendices (conditionally required)**

If you are proposing an edition, translation, or database project, you must submit this attachment. If your project involves visual materials, you may submit this attachment, but it is not required. **The appendices must not exceed one single-spaced page per item**, as described below:

- Editions or translations: provide a sample of the original text (one page) and the edited or translated version (one page). If you plan to include annotations, your sample of the edited or translated version should include examples.
- Database projects: provide a sample entry (one page).
- Visual materials: provide a sample (one page) saved as a PDF (do not use .jpg or other common graphic formats).

**NEH will not review applications that include any other appendices.**

If applicable, your appendices will be considered primarily under [review criterion 4](#).

Name the file appendices.pdf.



## **Attachment 6: Degree conferral (conditionally required)**

If you have satisfied all the requirements for a degree and are awaiting its conferral, you must include a letter from the dean of the conferring school or the department chair attesting that you have satisfied all the requirements for the degree by the application deadline.

Name the file degreeconferral.pdf.

## **Attachment 7: Explanation of delinquent federal debt (conditionally required)**

If you are **delinquent** in the repayment of any federal debt, provide explanatory information including evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include **delinquent** student loans, taxes, child support payments, and payroll taxes for household or other employees. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

## **3. Grants.gov Registration Process**

### **Login.gov**

You must create a [Login.gov](#) user account to register and log in to Grants.gov. Login.gov is a secure sign-in service used by the public to sign in to participating government agencies. [Create and link your account now.](#)

### **Grants.gov Registration and Creation of Applicant Profiles**

You must submit your application via Grants.gov Workspace. To register with Grants.gov, go to <https://apply07.grants.gov/apply/register.faces>.

Once you are registered, you must add an “individual applicant” profile to apply to programs for individuals. Click on the “My Account” link, then on “Manage Profiles” and “Add Profile.” Refer to [Grants.gov’s instructions for adding a profile](#).

Grants.gov will not allow you to apply to this program until you have added an individual applicant profile. Once you have done so, the “Apply” button on the Grants.gov opportunity page will be red. Otherwise it will be grayed out.

Grants.gov may assign a number for the Unique Entity Identifier. Do not change this number. If you previously registered with Grants.gov and created an “individual applicant” profile, you will not need to re-register. However, NEH encourages you to confirm that your account is active and that your password is current.

**NEH strongly recommends that you complete your registration at least two weeks before the application deadline. If you fail to allow sufficient time to complete registration with Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.**

If you have problems registering with Grants.gov or adding an “individual applicant” profile, contact Grants.gov Applicant Support at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

## 4. Submission Dates and Times

### Applications

The deadline for applications under this notice is April 26, 2023, at 11:59 p.m. Eastern Time. **Applications must be complete, follow length and formatting requirements, and be validated by Grants.gov under the correct funding opportunity prior to the deadline to be considered under this notice.**

It is your responsibility to confirm that Grants.gov and subsequently NEH have received your application. [Check your Grants.gov application status](#).

When NEH receives your application, the agency will assign it a tracking number beginning with FO-. A tracking number does not guarantee that your application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If your files are not correctly formatted, NEH's electronic grants management system (eGMS) will reject your application and notify you at the email address you provided in your application. The system cannot detect other errors such as missing components or excess pages. NEH recommends you submit your application 48 hours prior to the deadline so that you have time to correct any technical errors. It is your responsibility to correct any errors prior to the deadline.

NEH will not comment on the status of your application except regarding matters of eligibility, completeness, and responsiveness.

### Letters of reference

To ensure full consideration, letters of reference must be submitted online no later than May 24, 2023. For additional information on letters of reference, see [D7. Other Submission Requirements](#).

## 5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12372](#).

## 6. Funding Restrictions

You may not use awards made under this notice for the following purposes:

- projects focused primarily on pre-modern Japan (i.e., pre-1868)
- research by students enrolled in a degree program, including research for doctoral dissertations or theses
- the preparation or revision of textbooks
- curriculum development
- the development of teaching methods or theories
- the writing of books for children or young adults
- educational impact, language impact, or technical impact assessments
- the creation or enhancement of databases, unless part of a larger interpretive project
- inventories of collections
- the writing of guidebooks, how-to books, and self-help books
- projects that fall outside the social sciences
- promotion of a particular political, religious, or ideological point of view

- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; or projects focused primarily on the interpretation of artistic or literary works

NEH makes awards in this program to individuals; indirect costs are unallowable. If you elect to have the fellowship paid through your institution, it must remit all NEH funds to you. Institutions may not take an allowance.

## 7. Other Submission Requirements

### Letters of Reference

You may solicit two letters of reference. Provide the names, email addresses, and affiliations for your letter writers on the [NEH Supplemental Information for Individuals Form](#). Include only one email address for each letter writer. Letters of reference should address the [review criteria](#) with reference to the specific project you are proposing.

If you are proposing a translation, one of your letters must be from an expert in the language(s) of your project and should assess the one-page sample translation that you are submitting with your application. Ask this letter writer to address the quality of the translation sample in the letter.

Approximately two weeks after the deadline, NEH will email your letter writers, asking them to submit their letters online. They must submit their letters online no later than May 24, 2023.

You are responsible for ensuring that your letter writers receive and respond to the NEH requests for their letters by the deadline. NEH will notify you by email when it receives each of your letters of reference. **You are also responsible for providing the letter writers with relevant materials (such as a draft of the application).**

Once you receive confirmation that NEH has received your application, you may check the status of your letters by logging in to [the secure area of NEH's website](#). Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and email addresses of your letter writers and whether their letters have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site.

NEH will add late letters to your file when they arrive, but it is possible that reviewers will not take them into account. If you must change one or both of your letter writers after the application deadline, contact program staff at [fellowships@neh.gov](mailto:fellowships@neh.gov).

Elected government officials, NEH staff, and current members of NEH'S [National Council on the Humanities](#) may not serve as letter writers.

Missing reference letters will not disqualify an application from review.

## E. Application Review Information

### 1. Review Criteria

Peer reviewers will use the following criteria to review applications under this notice:

1. The intellectual significance of the proposed project, including its value to social science scholars, general audiences, or both.
2. The degree to which the proposed project furthers scholarly knowledge or public understanding of contemporary Japanese society or political economy, Japan's contemporary international relations, and/or U.S.-Japan relations.
3. The quality or promise of quality of the applicant's work as an interpreter of the social sciences.
4. The quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression.
5. The feasibility and appropriateness of the proposed work plan, including, when relevant, the soundness of the dissemination and access plans.
6. The likelihood that the applicant will complete the project (not necessarily during the period of performance).

Each review criterion corresponds to specific sections of the narrative and the other application components. See [D2. Content and Form of Application Submission](#).

### 2. Review and Selection Process

NEH staff review all applications for eligibility, completeness, and responsiveness. The agency then conducts a peer review process for all eligible and complete applications.

Peer reviewers are experts in their fields with knowledge and expertise relevant to the project activities supported by the program. NEH instructs peer reviewers to evaluate applications according to the [review criteria](#) in this notice. Peer reviewers must comply with federal ethics rules governing conflicts of interest.

NEH program officers supplement the peer reviewers' comments to address matters of fact or significant points that the peer reviewers have overlooked. They then make funding recommendations to the [National Council on the Humanities](#). The National Council meets at least twice each year to review applications and advise the NEH Chair. By law, the Chair has the sole authority to make final funding decisions.

Following NEH's public announcement of funded projects, you may request copies of the peer reviewers' evaluations of your proposal by contacting [fellowships@neh.gov](mailto:fellowships@neh.gov).

[Learn more about the NEH review process.](#)

### 3. Assessment of Risk and Other Pre-Award Activities

Following the Chair's initial selection of applications for support, the NEH Office of Grant Management (OGM) conducts a risk assessment for selected applications. OGM will consider the applicant's past performance, if applicable; confirm the applicant's continued eligibility; and evaluate compliance with public policy requirements.

OGM may request that you submit additional programmatic or administrative information or undertake certain activities in anticipation of an award. Such requests do not guarantee that NEH will make an award.

After completing its risk assessment, NEH will determine whether making an award would be consistent with the agency's risk management policy, whether it must impose any special terms and conditions, and what funding level is appropriate. NEH may elect not to make awards to applicants with management or financial instability that affects their ability to comply with the terms and conditions of the award ([2 CFR § 200.206](#)).

Award decisions are discretionary and are not appealable to any federal official or board.

## **4. Anticipated Announcement and Award Dates**

NEH will notify you of its funding decision by email in December 2023. This is not an authorization to begin performance or incur related costs. Successful applicants will be required to complete the NEH Individual Programs Acceptance Form, from which NEH will determine your payment schedule.

## **F. Federal Award Administration Information**

### **1. Federal Award Notices**

If your application is selected for an award, the NEH Office of Grant Management will send award documents through eGMS Reach beginning in January 2024.

### **2. Administrative and National Policy Requirements**

Awards are subject to the [NEH Fellowships and Awards for Faculty Terms and Conditions](#), and any specific terms and conditions that NEH places on the award in the Notice of Action.

### **Debarment, suspension, ineligibility, and voluntary exclusion certification**

NEH will not process awards for individuals with delinquent federal debt or for individuals who have been suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any federal department or agency. To see if you have delinquent federal debt or other exclusions recorded in SAM, go to the [SAM website](#); click on "Search" then "All Domains" then "Entity Information" and then "Exclusions" from the drop-down menu. Finally, enter your information into the "Excluded Individual" field."

NEH may not make an award to an applicant until the applicant has complied with all applicable requirements and, if an applicant has not fully complied with the requirements by the time NEH is ready to make an award, NEH may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

You must comply with [2 CFR §§ 180.335](#) and [.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If you cannot attest to the statements in this certification, explain why not in [Attachment 7: Explanation of delinquent federal debt](#).

## **Providing access to NEH-funded products**

As a taxpayer-supported federal agency, NEH strives to make the products of its awards available to the broadest possible audience. NEH's goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of award products. All other considerations being equal, NEH gives preference to projects that provide free access to the public.

## **Copyright information**

Subject to applicable law, you may copyright work that you develop or acquire under an award. In accordance with [2 CFR § 200.315\(b\)](#), NEH reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so. NEH has typically exercised this right in consultation with recipients to publish excerpts of grant products in [Humanities](#) magazine or on its website.

## **Acknowledging NEH and JUSFC support**

Materials publicizing or products resulting from NEH- and JUSFC-funded activities must contain an acknowledgment of NEH and JUSFC support. Consult [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) for guidance.

## **NEH Research Misconduct Policy**

In accordance with the [Federal Policy on Research Misconduct](#), NEH established procedures for handling allegations of research misconduct applicable to both internal and external research programs. Review the [NEH Research Misconduct Policy](#).

## **Coordination of geographic information and related spatial data**

If you request funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must first conduct a due diligence search of the [Data.gov list of datasets](#) to determine whether the needed data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable [Federal Geographic Data Committee](#) guidance.

## **Eliminate waste, fraud, and abuse**

Help NEH eliminate fraud and improve management by reporting allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures the [NEH Office of the Inspector General](#).

## **Termination**

NEH reserves the right to terminate awards consistent with [2 CFR § 200.340](#).

## **3. Reporting**

You must submit a final performance report within 120 calendar days after the period of performance ends. The final performance report collects information about your accomplishments during the period of performance; the products arising or anticipated to arise from the project; financial support apart from NEH or JUSFC sources; the project's impact; and acknowledgement of NEH and JUSFC support. You must submit the final report online through eGMS Reach. NEH will provide further information in the Notice of Action.

Learn more about the [reporting requirements for NEH fellowship recipients](#).

You are not required to submit a final financial report.

You must submit two copies of publications supported by the program and issued during the period of performance to NEH at the address below. NEH encourages you to send two copies of publications supported by the program and issued after the period of performance to NEH at the address below. In both cases, NEH will forward a copy to JUSFC. In addition, NEH asks you to update the “Products and Prizes” tab in eGMS Reach for any publications or prizes resulting from NEH and JUSFC support.

## **G. Agency Contacts**

If you have questions about the program, contact:

Division of Research Programs  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8200  
[fellowships@neh.gov](mailto:fellowships@neh.gov)

If you have questions about administrative requirements or allowable costs, contact:

Office of Grant Management  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8494  
[grantmanagement@neh.gov](mailto:grantmanagement@neh.gov)

If you are deaf or hard of hearing, you can contact NEH using telecommunications relay at 7-1-1.

If you have questions about registering or renewing your registration with login.gov or SAM.gov, contact the Federal Service Desk, Monday – Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, at:

[Federal Service Desk](#)  
U.S. calls: 866-606-8220  
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through Grants.gov, contact Grants.gov Applicant Support at:

[Grants.gov Applicant Support](#)  
Telephone: 1-800-518-4726  
International Calls: +1-606-545-5035  
[support@grants.gov](mailto:support@grants.gov)

Always obtain a case number when calling for support.



## H. Other Information

### Related funding opportunities

You may wish to consult [JUSFC](#) about other funding opportunities for Japan-related projects.

If you are interested in research projects that are either born digital or require mainly digital expression and digital publication, consider applying for [NEH-Mellon Fellowships for Digital Publication](#).

If you are seeking support for a period of less than six months, consider applying for the [NEH Summer Stipends](#) program.

Junior or senior linguists, linguistic anthropologists, and sociolinguists interested in conducting research on one or more endangered or moribund languages should consider the [NEH Dynamic Language Infrastructure - Documenting Endangered Languages Fellowships](#).

If you are seeking support for a book-length research project intended for general audiences, you should consider the NEH [Public Scholars](#) program. Junior scholars whose projects utilize materials held at the Library of Congress are eligible to apply to the Library of Congress's [John W. Kluge Fellowships](#) program.

If you are affiliated with an eligible Hispanic-Serving Institution, Historically Black College or University, or Tribal College or University, you are eligible to apply to the NEH Awards for Faculty at [HSIs](#), [HBCUs](#), and [TCUs](#) programs.

### Privacy policy

NEH solicits the information in this Notice of Funding Opportunity under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 951, et seq.](#) Disclosure of the information is voluntary. The principal purpose for which NEH will use the information is to process the application, which may include determining eligibility, evaluating the application, selecting recipients, and administering the award program. Panelists and other third parties may assist in the evaluation of applications, in which case NEH will take appropriate security measures with respect to the information provided to such individuals for review. NEH may also use or disclose the information it collects as required by law and for governmental purposes such as statistical research, analysis of trends, Congressional oversight, and the other routine uses set forth in the systems of records notice ("SORN") published by NEH in the Federal Register. NEH ordinarily will not publicly disclose the contents of applications that NEH does not select for funding, except as set forth in the SORN. Failure to provide the information solicited in this Notice may result in rejection of the application.

### Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes sixty hours to complete an application. This estimate includes time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Time needed may vary from program to program.



You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at [grantmanagement@neh.gov](mailto:grantmanagement@neh.gov). According to the [Paperwork Reduction Act of 1995](#), no persons are required to respond to a collection of information unless it displays a valid OMB number. The OMB Control Number for this Notice of Funding Opportunity is 3136-0134, expiration date October 31, 2024.